

STATE OF NEVADA
MERIT AWARD BOARD

Employee Suggestion Form
"Good Government, Great Employee"

EMPLOYEE ELIGIBILITY: If you are a State employee, you are eligible to submit your ideas unless you are a department head or specifically assigned the responsibility as part of your normal job responsibilities.

Name: Click here to enter text.

Job Title: Click here to enter text.

Employee ID #: Click here to enter text.

Date: Click here to enter a date.

Department: Click here to enter text.

Division: Click here to enter text.

SUBJECT OF SUGGESTION: Click here to enter text.

WHAT IS THE PRESENT CONDITION OR PROCEDURE: Click here to enter text.

HOW DO YOU THINK IT CAN BE IMPROVED: Click here to enter text.

ESTIMATE SAVINGS OR BENEFIT: Click here to enter text.

I BELIEVE MY SUGGESTION WILL:

(Please check all that apply)

☐ Increase productivity

☐ Prevent waste

☐ Eliminate duplication

☐ Improve service

☐ Prevent accidents

☐ Reduce costs

The use of my suggestion by the State of Nevada will not form the basis of a further claim of any nature upon the State of Nevada by my heirs, assigns, or me.

Signature of Employee:

Home Address: Click here to enter text.

City: Click here to enter text.

State: Click here to enter text.

Zip: Click here to enter text.

Home Phone: Click here to enter text.

Business phone: Click here to enter text.

Please Submit To:

MERIT AWARD BOARD
Division of Human Resource Management
209 E. Musser Street, Room 101
Carson City, Nevada 89701-4204
Telephone: (775) 684-0144

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